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NASA Procedural Requirements

COMPLIANCE IS MANDATORY**NPR 8590.1**Effective Date: June 14,
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 (NASA Only)**Subject: NASA Environmental Compliance and Restoration (ECR) Program****Responsible Office: Environmental Management Division**[| TOC](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [Chapter4](#) | [Chapter5](#) | [Chapter6](#) | [Chapter7](#) |
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Chapter 6. Procedures for Managing ECR Restoration Projects

6.1 Purpose

Ensure that restoration projects are properly managed to completion.

6.2 Requirements

NASA will comply with all legal requirements in managing restoration projects.

6.3 Roles and Responsibilities

6.3.1 NASA Headquarters Environmental Management Division

The Headquarters EMD serves as the governing authority and is responsible for:

- a. Keeping up-to-date on Federal and state statutes, regulations, and Executive orders that might apply to NASA restoration projects.
- b. Reviewing and concurring with negotiated compliance agreements for site restoration and any negotiated changes to those compliance agreements that require additional ECR funding that will exceed the Center/Component Facility's budget guideline by \$250,000 or more.
- c. Budgeting for and funding restoration projects.
- d. Providing leadership, program advice and direction, and program technical assistance to Centers and Component Facilities.
- e. Compiling Agency-level reports, inventories, and statistics based on NASA Center/Component submissions.
- f. Providing guidance to NASA Centers/Component Facilities on programming and budgeting for environmental restoration projects.
- g. Providing the lead assistance role in the preparation of the ECR Program budget and responses to Congressional inquiries.

6.3.2 NASA Center/Component Facility Environmental Management Office

The CEMO is responsible for:

- a. Developing, implementing, and maintaining procedures for the identification of applicable Federal, state, local, facility-specific, and permit-driven legal requirements and proposed changes to legal requirements for restoration projects.
- b. Ensuring that applicable legal and other requirements for restoration projects are available to appropriate

individuals and to Headquarters offices when requested.

- c. Providing information, identified under section a above, to the Headquarters EMD when requested.
- d. Complying with all applicable Federal, state, local, facility-specific, and permit-driven requirements for managing NASA's restoration projects.
- e. Conducting periodic reviews of compliance or compliance audits that include management of restoration projects in their scope.
- f. Referring negotiated compliance agreements and negotiated changes to the Headquarters EMD for approval.
- g. Ensuring that Center/Component Facility Restoration Project Managers have reviewed the appropriateness of cost estimates in NETS at least twice during any fiscal year for their ECR restoration projects.
- h. Periodically ensuring that Center/Component Facility Restoration Project Managers apply consistent, reasonable, and well-documented assumptions when estimating future (unfunded) costs across Center/Component Facility restoration projects.
- i. Ensuring that NASA Full Time Equivalent, onsite contractor Work Year Equivalent labor, travel, and General and Administrative (G&A) costs are properly allocated to ECR projects and conveyed to the CFO.
- j. Updating cost estimates for their projects using the IDEAL software, applying consistent, reasonable, and well-documented assumptions across their projects when requested by the Headquarters EMD.
- k. Updating cost information for projects in NETS based on results from IDEAL.
- l. Ensuring reasonable progress in restoration and in meeting external compliance agreement requirements and schedules, as well as internal objectives and targets.
- m. Seeking new, cost-effective technologies for studies, restoration, and/or containment.
- n. Negotiating with regulators, when possible, to reduce costs and establish or adjust schedules.
- o. Reviewing contracting options to determine if contract combinations (e.g., combining similar activities at different sites) might result in lower overall cost.

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